How to create, make changes or updates to provider information on the CMS registration site

When creating, modifying, or updating a registration please follow the following steps:

1. Sign into the registration on the CMS registration site (click link below): http://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/RegistrationandAttestation.html

If you do not have a user ID and password or have forgotten your user ID and password:

Contact the CMS External User Services (EUS) Help Desk at (866) 484-8049 (TTY (866) 523-4759),

Monday–Friday, 7 a.m. – 7 p.m. Eastern Time.

Note: EUS cannot reset passwords via e-mail. The provider must call the Help Desk directly

Click the link shown below to begin



Click continue after reviewing any announcements listed on this page



The next screen reviews the eligibility requirements; click continue at the bottom of the page after reading



Read through, check box and then click continue

Warning

(*) Red asterisk indicates a required field.

WARNING: Only authorized registered users have rights to access the Medicare & Medicaid EHR Incentive Program Registration Attestation System.

Please verify the following statements:

- · You are accessing a U.S. Government information system
- · The U.S. Government maintains ownership and responsibility for its computer systems
- Users must adhere to U.S. Government Information Security Policies, Standards, and Procedures. [PDF, 96.6 KB]
- . Usage of this system may be monitored, recorded, and audited
- · Unauthorized use is prohibited and subject to criminal and civil penalties
- · The use of the information system establishes consent to any and all monitoring and recording of activities
- Check this box to indicate you acknowledge that you are aware of the above statements

Select the Continue button to go to the LOGIN page or select the Previous button to go back to the WELCOME page



Ь

Step 2 - Login

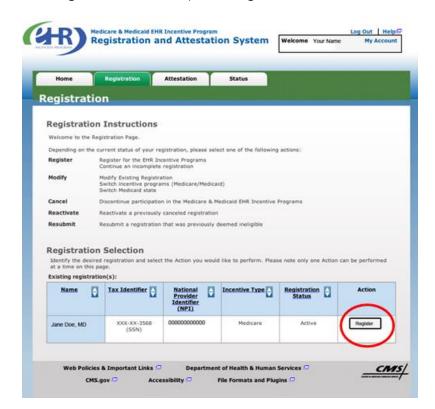
Review the Login Instructions for Eligible Professionals.

Login Instructions Eligible Professionals (EPs) If you are an EP, you must have an active National Provider Identifier (NPI) and have a National Plan and Provider Enumeration System (NPPES) web user account. Use your NPPES user ID and password to log into this · Users working on behalf of an Eligible Professional(s) must Osers working on behalf or an engine Professional(s) must have an Identity and Access Management system (I&A) web user account (User ID/Password) and be associated to the Eligible Professional(s) NPI. If you are working no behalf of an Eligible Professional(s) and do not have an I&A web user account, <u>Create a Login</u> in the I&A System. If you are an EP who does not have an NPI and/or an NPPES web user account, navigate to NPPES D to apply for an NPI and/or create an NPPES web user account. Eligible Hospitals If you are an Eligible Hospital, you must have an active NPI. If you do not have an NPI, apply for an NPI in NPPES Users working on behalf of an Eligible Hospital(s) must have an Identity and Access Management system (I&A) we user account (User ID/Password) and be associated to an organization NPI. If you are working on behalf of an Eligible Hospital(s) and do not have an I&A web user account, Create a Login in the I&A System. Associated with both Eligible Professionals (EPs) and Eligible Hospitals Users working on behalf of an Eligible Professional(s) mu also work on behalf of an Eligible Hospital(s). An Identity and Access Management system (ISA) web user account (User ID/Password) can be associated to both an Eligible Professional NPI and an organization NPI. If you do not have an I&A web user account, Create a Login in the I&A System. If you are an EP using your NPPES web user account, you may also be permitted to work on behalf of a hospital. Navigate to the I&A System and use your NPPES User ID and passwoord to request to work on behalf of an organization. **Account Management** If you are having issues with your User ID/Password and are unable to log in, please contact the EHR Incentive Program Information Center at 888-734-6433 / TTY: 888-734-6563. If you are an existing user and need to reset your password, visit the <u>18A System</u>.) Red asterisk indicates a required field. *User ID: . View our checklist of required materials here. Password: Log In Cancel

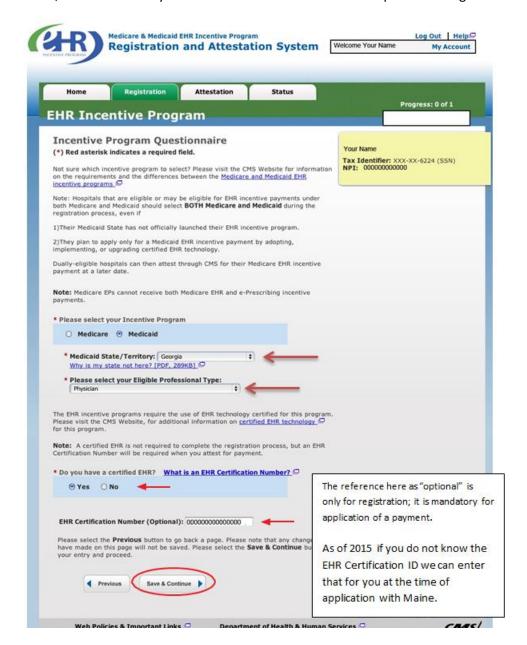
Once logged in; click the Registration tab



Click Register under Action (bottom right of screen



Enter, review and verify that all information is correct in the provider's registration.

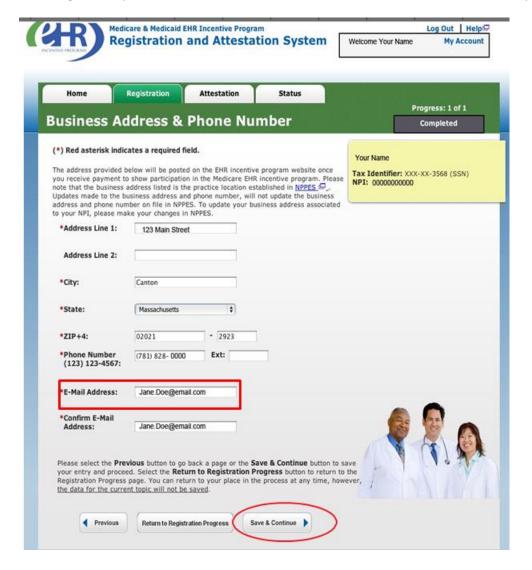


You <u>MUST</u> click "Save & Continue" on each screen until you arrive at a screen that states you have successfully submitted your registration. Do not close out of the registration until you receive that notice. See screen shot further down in this guide. If you do not submit all the way through the registration will be put into an "in process" state. You will need to return to registration and unlock the registration before anything can be done with your application.

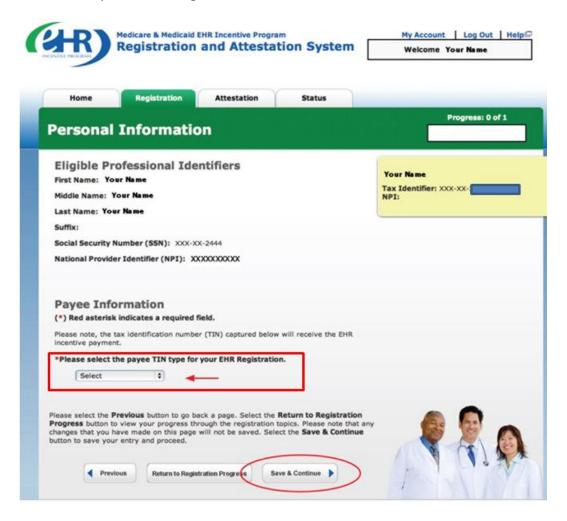
- a. If you have more areas to update click Save & continue to move to the next screen.
- b. You can update the contact email (see note below), address (the address should be the EP practice location), telephone for the contact person, and payee information.
- c. Please click Save & Continue until you are notified that your registration was successful.
- d. <u>Please keep the email contact current</u>. We have had many instances that the email contact was not accurate and we have no way to contact the provider. The email contact must be for the person responsible for the submission of the application, meaningful use data and the attestation form. This is not usually the EP but a person working on behalf of the EP.

Review the information below. The address should be where the provider practices.

Please note: The email address must be for the person responsible for the submission of program materials. This is not the email address of the provider unless the provider is the only person responsible for all communications. If a provider has designated a person to work on their behalf the email contact should be for that person.

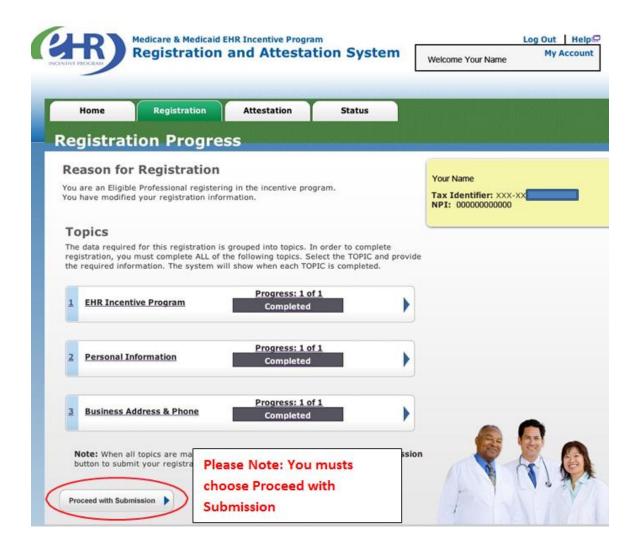


To insert or update the **payee NPI** in the registration you will find the screen shown below on the Personal Information part of the Registration tab.



You must select "Group Reassignment" on the page shown above under the "Please select the payee TIN type for your EHR Registration" to open the payee NPI field (shown below) for you to enter the payee NPI. If you do not choose "Group Reassignment the registration will default to the providers personal NPI for payment and very rarely is the payment made directly to a providers personal NPI. The payee NPI must be an NPI that MaineCare currently submits payments to.





You **must click-Save & continue** all the way through until you receive a Successful submission notice. If you do not save and continue all the way the updated information will not stay in the record and the record goes into an "in-process" state. If the registration is in the" in-process" state we cannot do anything with the application until you return to the registration and submit through.

When you have inserted or updated all data you need to hit the accept button at the bottom of this page. This action is required even if you have not changed anything in the registration. If you open the registration even to just review you must submit all the way through or the registration becomes locked.



The final step below is critical to submit any new, updated, modified or reviewed registration.



The following screen is your confirmation that the registration has been submitted successfully

